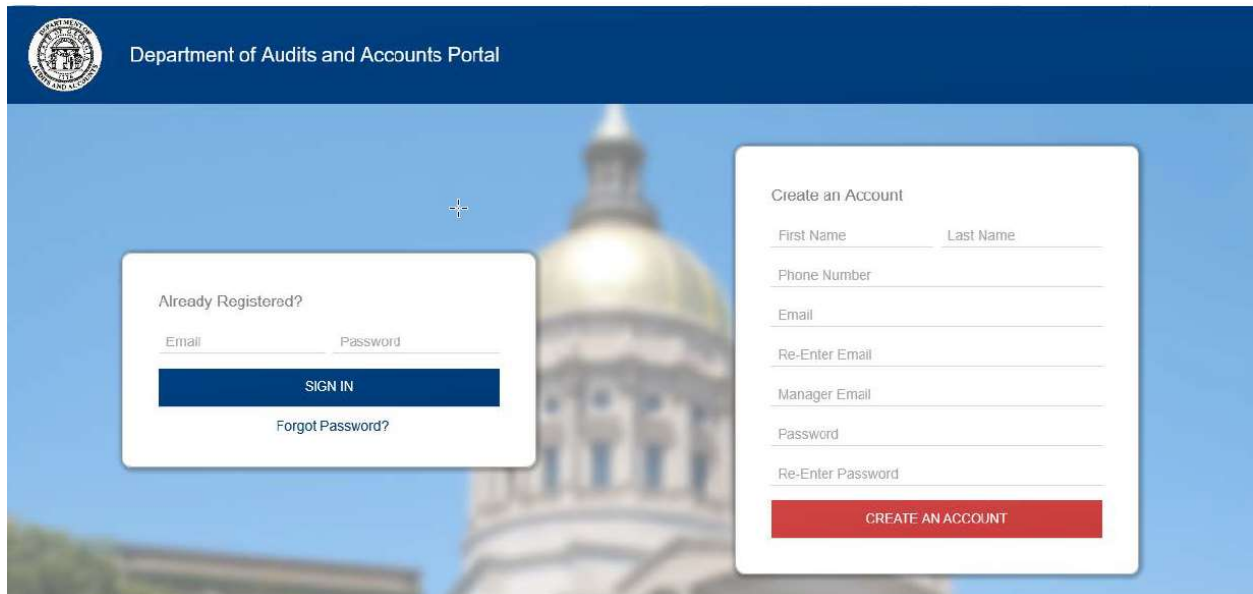
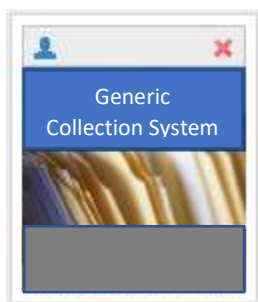


## External Account Creation and Upload Instructions for the File Collection System



The screenshot shows the Department of Audits and Accounts Portal. The header is dark blue with the department's seal and name. The background features a blurred image of a building dome. Two white boxes are overlaid on the page. The left box, titled 'Already Registered?', contains fields for 'Email' and 'Password', a blue 'SIGN IN' button, and a 'Forgot Password?' link. The right box, titled 'Create an Account', contains fields for 'First Name', 'Last Name', 'Phone Number', 'Email', 'Re-Enter Email', 'Manager Email', 'Password', and 'Re-Enter Password', followed by a red 'CREATE AN ACCOUNT' button.

1. To login, go to <https://www.audits.ga.gov/auth> . If you do not have an account, go to step 2 to create an account. If you already have an account with the Department of Audits and Accounts, proceed to step 3.
2. Login and Creating an account instructions can be found at:  
[http://www.audits.ga.gov/Resources/External Account Creation and Login Instructions.pdf](http://www.audits.ga.gov/Resources/External_Account_Creation_and_Login_Instructions.pdf)
3. Click your designated tile's "Collection System" to enter that application.



4. When you enter the Collection application, you will be taken to this screen.

The screenshot shows the 'Generic Collection System' interface. At the top right are 'Help' and 'Exit' links. The main area is divided into several sections. On the left, under 'Verify Below', there is a form with 'Entity Name: Audits and Accounts, Department of', 'Year: 2020' (selected from a dropdown), 'Status: Started' (in a red box), and 'Due Date: 07/01/2020'. To the right of this is a box titled 'Generic Collection System' with a description and a small image of file folders. Below the verification section are two large panels: 'My Uploaded Files' (red background) and 'DOAA Shared Files' (grey background). Both panels show '0 file(s) uploaded by external user' and '0 file(s) uploaded by DOAA Admin' respectively. At the bottom center is a button labeled 'Confirm Files and Complete Submission'.

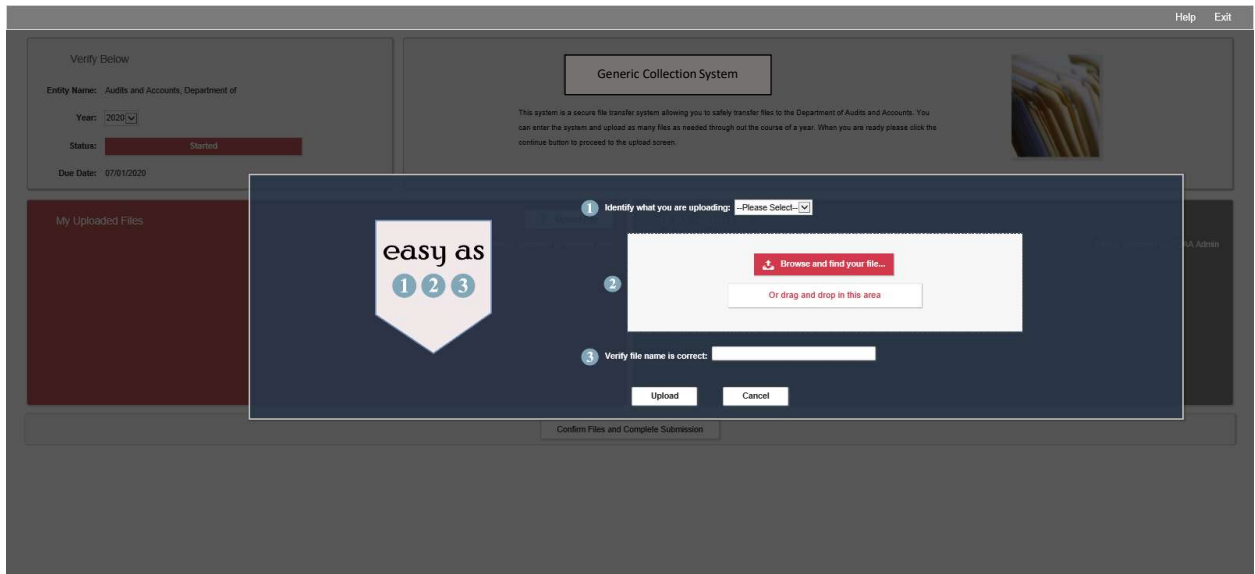
5. Please verify that you have selected the appropriate “Year” for your submission upload.  
The “Status” will reflect whether you have, “Not started, Started or Completed” for the current year selected.

This screenshot is identical to the previous one, but with a circular callout highlighting the 'Verify Below' section. The callout focuses on the 'Year: 2020' dropdown and the 'Status: Started' red box, ensuring the user has selected the correct year and status for their submission.

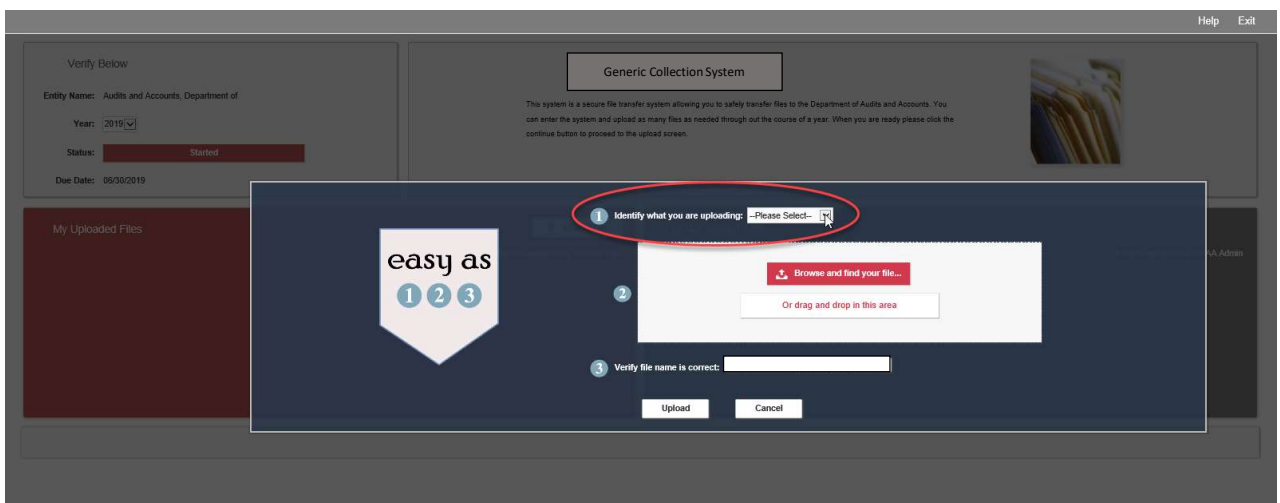
6. Click the “Upload File” to begin your upload request.

This screenshot is identical to the previous ones, but with a circular callout highlighting the 'Upload File' button in the 'My Uploaded Files' section. The button is represented by a blue upload icon and the text 'Upload File'. Below it, the text 'loaded by external use' is partially visible.

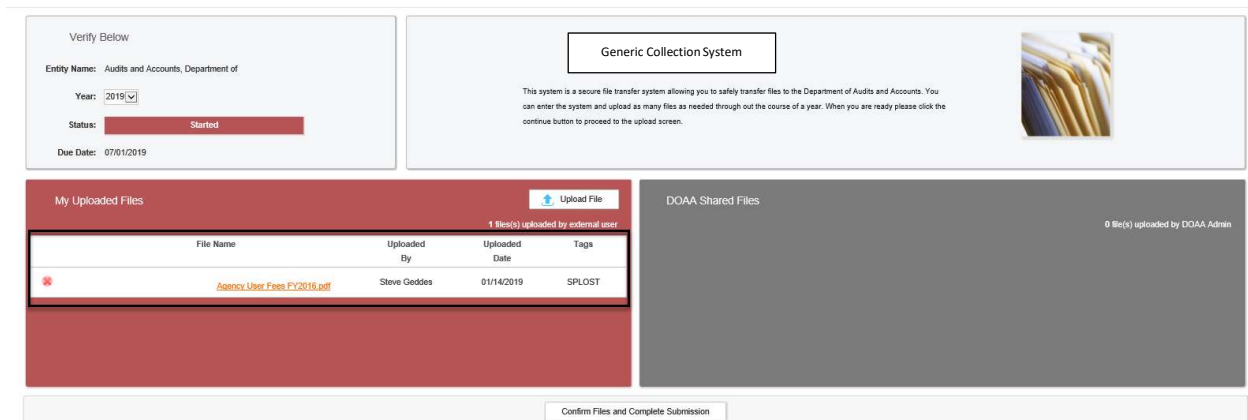
7. This screen will pop-up to allow you to identify, browse, and upload your file.



8. Please make sure that you select the appropriate tag from the dropdown menu to identify the file you are uploading.  
Then select your file for upload and click “Upload” to finish or “Cancel” to exit this screen.



9. Your files will now appear in the “My Uploaded Files” section.



10. If you need to remove any files prior to confirming, you may click on the red “X” on the left side of the file for removal.

Verify Below

Entity Name: Audits and Accounts, Department of


Year: 2019

Status: Started

Due Date: 07/01/2019

Generic Collection System


This system is a secure file transfer system allowing you to safely transfer files to the Department of Audits and Accounts. You can enter the system and upload as many files as needed through out the course of a year. When you are ready please click the continue button to proceed to the upload screen.



My Uploaded Files

Upload File

1 file(s) uploaded by external user

File Name	Uploaded By	Uploaded Date	Tags
 <a href="#">Agency User Fees FY2018.pdf</a>	Steve Geddes	01/14/2019	SPLOST

DOAA Shared Files

0 file(s) uploaded by DOAA Admin

Confirm Files and Complete Submission

11. The “DOAA Shared Files” section will show you any files that have been uploaded from DOAA for your review.

Verify Below

Entity Name: Audits and Accounts, Department of


Year: 2019

Status: Started

Due Date: 07/01/2019

Generic Collection System


This system is a secure file transfer system allowing you to safely transfer files to the Department of Audits and Accounts. You can enter the system and upload as many files as needed through out the course of a year. When you are ready please click the continue button to proceed to the upload screen.



My Uploaded Files

Upload File

1 file(s) uploaded by external user

File Name	Uploaded By	Uploaded Date	Tags
 <a href="#">Agency User Fees FY2018.pdf</a>	Steve Geddes	01/14/2019	SPLOST

DOAA Shared Files

0 file(s) uploaded by DOAA Admin

Confirm Files and Complete Submission

12. Once you have completed your submission, please click on “Confirm Files and Complete Submission”.

Verify Below

Entity Name: Audits and Accounts, Department of


Year: 2019

Status: Started

Due Date: 07/01/2019

Generic Collection System


This system is a secure file transfer system allowing you to safely transfer files to the Department of Audits and Accounts. You can enter the system and upload as many files as needed through out the course of a year. When you are ready please click the continue button to proceed to the upload screen.



My Uploaded Files

Upload File

1 file(s) uploaded by external user

File Name	Uploaded By	Uploaded Date	Tags
 <a href="#">Agency User Fees FY2018.pdf</a>	Steve Geddes	01/14/2019	SPLOST

DOAA Shared Files

0 file(s) uploaded by DOAA Admin

When finished, click the “Complete” button. Please be aware that after you have clicked “Complete”, you will not be able to upload any additional files.

Confirm Files and Complete Submission

Help
Exit

Verify Below

Entity Name: Audits and Accounts, Department of


Year: 2019

Status: Started

Due Date: 07/01/2019

Generic Collection System

This system is a secure file transfer system allowing you to safely transfer files to the Department of Audits and Accounts. You can enter the system and upload as many files as needed through out the course of a year. When you are ready please click the continue button to proceed to the upload screen.



My Uploaded Files

1 file(s) uploaded by external user

File Name	Uploaded By	Uploaded Date	Tags
Agency User Fees FY2018.pdf	Steve Geddes	01/14/2019	

Message from webpage

Are you sure you want to complete the process?

OK Cancel

DOAA Shared Files

0 file(s) uploaded by DOAA Admin

Confirm Files and Complete Submission

13. Once you have clicked “OK” your “Status” will now reflect “Completed” and no edits will be possible.

Help
Exit

Verify Below

Entity Name: Audits and Accounts, Department of


Year: 2019

Status: Completed

Due Date: 07/01/2019

Generic Collection System

This system is a secure file transfer system allowing you to safely transfer files to the Department of Audits and Accounts. You can enter the system and upload as many files as needed through out the course of a year. When you are ready please click the continue button to proceed to the upload screen.



You have completed the process. If you need to reset the submission please click the icon next to the status on the left hand side.

My Uploaded Files

1 file(s) uploaded by external user

File Name	Uploaded By	Uploaded Date	Tags
Agency User Fees FY2018.pdf	Steve Geddes	01/14/2019	SPLOST

DOAA Shared Files

0 file(s) uploaded by DOAA Admin

14. **\* If you have clicked on “Confirm” in error, you may request a reset of your submission by clicking this icon-**



There is no need to call us for this reset request as this will be processed systematically.

Help
Exit

Verify Below

Entity Name: Aurora County Board of Education


You have completed the process. Click here to reset the submission process.

Status: Completed

Due Date: 06/30/2019

Generic Collection System

This new new awesome system is a secure file transfer system allowing you to safely transfer files to the Department of Audits and Accounts. You can enter the system and upload as many files as needed through out the course of a year. When you are ready please click the continue button to proceed to the upload screen.



*ⓘ* You have completed the process. If you need to reset the submission please click the icon next to the status on the left hand side.

My Uploaded Files

1 file(s) uploaded by external user

File Name	Uploaded By	Uploaded Date	Tags
Agenda -December 5, 2018.pdf	K D	01/28/2019	Financial Statement

DOAA Shared Files

0 file(s) uploaded by DOAA Admin

On the pop-up window, click “OK” to proceed with your reset.

The screenshot shows the 'Generic Collection System' interface. On the left, under 'Verify Below', the 'Entity Name' is 'Appling County Board of Education', the 'Year' is '2019', and the 'Status' is 'Completed' with a refresh icon. The 'Due Date' is '06/30/2019'. A red banner at the top says 'You have completed the submission process. Please click on the left hand side.' A pop-up window titled 'Message from webpage' is centered, asking: 'You have requested to reopen the submission process in order to make a change or upload more information. This will not impact your current submitted files. Do you want to Continue? Click OK to Continue.' The pop-up has 'OK' and 'Cancel' buttons. Below the banner, the 'My Uploaded Files' section shows a table with one file: 'Agenda\_December 5 2018.pdf' uploaded by 'K D' on '01/28/2019' with the tag 'Financial Statement'. The 'DOAA Shared Files' section on the right shows '0 file(s) uploaded by DOAA Admin'.

Your status now reflects **“Started”** and you may make changes to the uploaded files.

The screenshot shows the 'Generic Collection System' interface with the status changed to 'Started'. The 'Verify Below' section on the left now shows 'Status: Started'. The 'My Uploaded Files' section has an 'Upload File' button and shows '1 file(s) uploaded by external user'. The table contains the same file: 'Agenda\_December 5 2018.pdf' uploaded by 'K D' on '01/28/2019' with the tag 'Financial Statement'. The 'DOAA Shared Files' section remains empty. At the bottom, there is a button labeled 'Confirm Files and Complete Submission'.

15. Clicking on “Help” in the top right corner will navigate you to our external website where you may research other helpful guides on the submission process.

This screenshot is similar to the previous one but highlights the 'Help' button in the top right corner of the interface. The 'Verify Below' section shows 'Entity Name: Audits and Accounts, Department of', 'Year: 2019', and 'Status: Started'. The 'My Uploaded Files' section shows '0 file(s) uploaded by external user'. The 'DOAA Shared Files' section shows '0 file(s) uploaded by DOAA Admin'. The 'Help' button is circled in the top right corner.

16. You may now click “Exit” at the top right corner. This will take you to the applications home screen.

Help

Exit

Verify Below

Entity Name: Audits and Accounts, Department of


Year: 2019

Status: Completed

Due Date: 07/01/2019

Generic Collection System

This system is a secure file transfer system allowing you to safely transfer files to the Department of Audits and Accounts. You can enter the system and upload as many files as needed through out the course of a year. When you are ready please click the continue button to proceed to the upload screen.



You have completed the process. If you need to reset the submission please click the icon next the status on the left hand side.

My Uploaded Files

1 file(s) uploaded by external user

File Name	Uploaded By	Uploaded Date	Tags
<a href="#">Agency User Fees FY2015.pdf</a>	Steve Geddes	01/14/2019	SPLOST

DOAA Shared Files

0 file(s) uploaded by DOAA Admin